



JAMES A. NOYES, Director

# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

May 22, 2003

IN REPLY PLEASE

REFER TO FILE: **AE-3**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**JOB ORDER CONTRACT FOR  
REPAIR AND REFURBISHMENT OF PUBLIC WORKS'  
ALHAMBRA HEADQUARTERS  
ADOPT, ADVERTISE, AND AWARD  
SPECS. VARIOUS  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Adopt the Job Order Contract Unit Price Book and Specifications and instruct the Executive Officer to advertise for bids to be received on June 24, 2003, in accordance with the enclosed "Instruction Sheet for Publishing Legal Advertisements."
2. Authorize the Director of Public Works to award a one-year JOC for a not to exceed fee of \$3 million to the lowest responsible bidder for work related to repair and refurbishment of Public Works' Alhambra Headquarters.
3. Authorize the Director of Public Works to prepare and execute the JOC in the form previously approved by County Counsel, and establish the effective date following receipt of approved Faithful Performance and Labor and Materials Bonds filed by the contractor.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The JOC will augment Public Works' ability to effectively and efficiently respond to facility repair demands, facility alterations, and rehabilitation projects under the direction of the Director of Public Works.

The JOC is a cost-effective unit price contracting technique to accomplish repair and refurbishment of County facilities without extensive plans and specifications. Public Works has previously used JOCs to repair and refurbish County buildings. This relatively simple and straightforward process reduces administrative requirements and lowers direct construction costs, while meeting all Federal, State, and County procurement requirements.

This JOC will be utilized to make minor modifications to Public Works' buildings. Because of the immediate need to initiate work related to repair and refurbishment of Public Works' Alhambra Headquarters, we recommend your Board authorize the Director to award a JOC for a not to exceed amount of \$3 million. The Public Contract Code Section 20128.5 allows individual JOC contracts to have a one-year term and a maximum value of \$3 million.

### **Implementation of Strategic Plan Goals**

This action meets the County Strategic Plan Goals of Service Excellence and Organizational Effectiveness as this construction contract will improve public facilities and restore them fully into service sooner than with traditional construction contracting.

### **FISCAL IMPACT/FINANCING**

The contract will be administered by Public Works. There will be no impact to the County's General Fund. Funds are available in Public Works' Fiscal Year 2002-03 Budget and 2003-04 Proposed Budget to cover the cost of this JOC contract. Work will not be assigned to the JOC Program without the prior review and approval from the Director of Public Works.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard contract, previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allows the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws.

Bidders will be required to be in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

### **ENVIRONMENTAL DOCUMENTATION**

The implementation of each work order under this JOC shall be subject to a prior determination and documentation by Public Works that the work order is categorically exempt from the California Environmental Quality Act. In the event the work order is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation.

### **CONTRACTING PROCESS**

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (enclosed).

The Honorable Board of Supervisors  
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As requested by your Board on February 3, 1998, the invitation for bids will be listed on the "Doing Business with Us" website.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract as this contract is for non-Proposition A services.

Participation by Community Business Enterprises will be encouraged through Public Works' Capital Projects CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The use of this contract will expedite the completion of repair and refurbishment work managed by Public Works. Minor impacts to Public Works employees may occur while repair and refurbishment work is underway.

#### **CONCLUSION**

Please return one approved copy of this letter to Public Works.

Respectfully submitted,

JAMES A. NOYES  
Director of Public Works

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cc: Chief Administrative Office  
County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance

May 22, 2003

**ENCLOSURE**

**JOB ORDER CONTRACT FOR  
REPAIR AND REHABILITATION OF COUNTY FACILITIES  
ADOPT SPECIFICATIONS AND ADVERTISE  
SPECS. VARIOUS**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 15 days prior to the bid opening date. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS.</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
All	JOC Specs.	Job Order Contract No. 11	\$50	06/24/03

Bids shall conform to Bidding Requirements, General Conditions, Specifications, and Unit Price Books open for inspection at the Cashier's Office, Department of Public Works, 900 South Fremont Avenue, 1st Floor, Alhambra, California 91803. Copies of the above documents to be bid upon may be obtained at such office for a fee as indicated. For information regarding receipt of bid documents or project-related information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office located at the above address before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 900 South Fremont Avenue, Alhambra, California 91803.

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Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. This project requires the prime contractor to possess a license classification of "B" at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

Public Works will hold a mandatory pre-bid conference at 9:00 a.m. on June 16, 2003, in Conference Room C, 900 South Fremont Avenue, Alhambra, California 91803, to provide information on the Job Order Contract, bidding process, and answer any questions that potential bidders may have. It is strongly recommended that the pre-bid conference be attended by a principal of the company or a person authorized to make decisions for the company.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated June 3, 2003.

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES